

Instructions for Search of Juvenile Justice Records

Daycare Licensing requires that every individual 13 years of age or older must complete a Department of Health and Welfare Criminal History Check *and* a check of all Juvenile Justice Records in all the counties that the individual has lived from the age of 13 through the age of 17. The parent/guardian is responsible for initiating these checks and for any costs associated.

◆ HOW TO COMPLETE THE FORM ◆

Juvenile Court / Probation Office

- Fill in name and address of the court or probation office you are sending the records request form to. *Send a separate form to each location.*

Name and Date of Birth of Minor Child

- Fill in the legal name and date of birth of the minor child you are requesting records for.

Parent / Guardian

- Fill in the name, address and phone number of the parent/guardian completing and signing the form.

Signature

- Both the minor child and parent/guardian are required to sign the records request form.

Daycare Facility Name – Director/Owner Name

- Fill in the name of the daycare and the name of the person who is the director and/or owner of the daycare.

Mail Form

- Mail completed records request form to each appropriate court or probation office.
- All records will be returned directly to you. You will then need to provide those records to:

IdahoSTARS, Daycare Licensing Program
1471 Shoreline Dr., Suite 202
Boise, Idaho 83702

Fax: 208-345-6569
Email: VS@IDAHOAEYC.ORG

For additional information call the Idaho CareLine at 2-1-1 and ask to speak with a daycare licensing vendor specialist.